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IN THE NUREG SERIES**

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3. DISTRIBUTION (see instructions on page 2)

4. CERTIFICATION (see instructions on page 2)

Question		YES	NO
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5. SIGNATURES (see instructions on page 2)

Name and Organization of Official	Signature	Date
5.1 NRC Records and FOIA/Privacy Services Reviewer (required)		
5.2 NRC Patent Counsel (required, if applicable)		
5.3 Contractor, Grantee, or other organization (required, if applicable)		
5.4 NRC Project Officer (required)		
5.5 NRC Public Affairs Reviewer (required, if applicable)		
5.6 NRC Official Authorizing Publication (required)		

INSTRUCTIONS

Block 1: Report Designator

NRC staff in the Office of the Chief Information Officer adds the report designator before printing a manuscript.

Block 2: Title and Subtitle

State the complete title and subtitle as you want it to appear on the cover and title page, following the U. S. Government Printing Office Style Manual 2000 Capitalization Rules (p. 23). Make them concise, and do not include such words as report or publication in the title.

Block 3: Distribution

Contact the NRC Project Officer for assistance if needed. An NRC Project Officer can view descriptions of each NRC mailing list on NRC's internal site by selecting **Technical Reference** and **NUREGs -- Available at internal site**.

- **NRC Automated Mailing Lists.** List in Block 3 the alphanumeric mailing codes for each mailing list used (e.g., 1M or C3).
- **Prepared Mailing Labels.** (1) Type pre-addressed peel-off mailing labels for any addressees not included in a mailing list. (2) Type pre-addressed peel-off mailing labels for any NRC addressees, using only the name and NRC mail stop. Include a label for the Project Officer. (3) If any recipient is to receive more than one copy, specify the number of copies in parentheses after the name on the label [e.g., John Jones (10)].

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- 4.1 If "No," and any reference is not available to the public through a public library, the Government Printing Office, the National Technical Information Service, the NRC Agencywide Documents Access and Management System or the Public Document Room, list on a separate sheet of paper the specific availability of each such reference and attach the list to NRC Form 426.
- 4.2 If "Yes," and the manuscript contains copyrighted material, attach a letter or an e-mail message of permission from each copyright owner to print the material in a Government publication, to post it to NRC's Web site, or both, as appropriate.
- 4.3 If "Yes," have NRC's Patent Counsel sign Block 5.2 before publishing. If "Yes," have NRC's Patent Counsel sign Block 5.2 before publishing.
- 4.4 Have an NRC Records and FOIA/Privacy Services Branch Reviewer review the manuscript and sign Block 5.1 (see Instruction 5.1).
- 4.5 By signing NRC Form 426, the Project Officer for the manuscript certifies that the manuscript contains no Classified or Sensitive Unclassified Information.
- 4.6 If "Yes," according to NRC's Policy Statement, "Conversion to the Metric System" (57 FR 46202, 10/07/92), ensure that measurement and weight values are converted to the International System of Units, followed by the English units in brackets except that "...documents specific to a licensee...will be in the system of units employed by the licensee."
- 4.7 If "Yes," submit a copy of the draft *Federal Register* notice of availability with the manuscript.
- 4.8 If "Yes," submit a copy of the approval for use of color or a special cover from the Chief, Publishing and Distribution Services Branch.
- 4.9 Ask the Office Web Liaison to send an e-mail request to NRCWEB requesting posting of the publication to a Web site .

Block 5 Signatures

- 5.1 **(Required)** NRC Records Management Reviewer signs, verifying review of the manuscript for requests from stakeholders outside the NRC for information, which require an Office of Management and Budget approval number.
- 5.2 If the manuscript involves a patent, NRC's Patent Counsel signs.
- 5.3 **(Required, if applicable)** Approving Official for contractor, grantee, or other organization signs.
- 5.4 **(Required)** Project Officer signs, certifying that the manuscript contains no legally binding regulatory requirements and no sensitive or unclassified information.
- 5.5 If manuscript is directed toward public outreach, Office of Public Affairs reviewer signs verifying their review.
- 5.6 **(Required)** The DEDM signs, authorizing publication of all manuscripts directed toward public outreach. The office director, regional administrator, or the designee signs, authorizing publication of any other type of manuscript.